



Part-Time Finance and Studio Manager

Job Overview:

This is a part-time role, based in our interior design studio in Ladbroke Grove. You will oversee the business finances, support the administrative side of projects, and manage the team to ensure the office runs smoothly.

This is the perfect role for someone diligent, proactive and confident. It is great for someone who likes the interiors world but is not looking to be a designer. We are a small team and would love to find someone who will thrive and have an impact in this role.

Reports to:

Director, Rosanna Bossom

Responsibilities and Duties:

- Manage the accounts payable and accounts receivable functions, alongside the accountants
- Prepare and send client invoices through Estimac software
- Manage project finances and fees, providing regular updates to the Director
- Supporting the Director on various HR responsibilities, including recruitment and onboarding
- Admin duties, including facilities management
- Actively maintain a professional atmosphere within the office

The ideal candidate must have:

- Experience in managing a team and bookkeeping
- Strong organisational and communication skills
- Good knowledge of taxes, VAT and export/import duties
- An understanding of Estimac software would be beneficial
- Strong Excel skills
- Have online technical ability
- Familiarity with Dext (not essential)

To apply, please send over your CV and Cover Letter to: info@rosannabossom.co.uk